

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**March 5, 2008**

4 Page Document

---

<b>TITLE:</b>	Administrative Assistant
<b>POSITION NO:</b>	05261 & 05272
<b>LOCATION:</b>	Child Support Enforcement Division, Missoula
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 3
<b>STARTING SALARY:</b>	\$20,053 - \$25,066 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** There are currently two positions available. Applicants need only submit one application to be considered for both positions. Automobile travel of less than 12,000 miles per year for mail delivery, bank deposits, or other work related training sessions or meetings. Must be able to routinely lift up to 35 pounds (e.g. moving boxes of office supplies, files, reams of paper, and heavy office furniture such as filing cabinets, desks, or computer equipment). Equipment troubleshooting may require crawling under desks and behind furniture and otherwise move about confined spaced. A typing test is required at 40 (net) wpm (.2 is subtracted from the typing score for each error to obtain net score). Obtain this test from the Job Service and include with application.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** These positions are responsible for all administrative and clerical support activities necessary to maintain the smooth and efficient operation of the office,

including resolution of case referrals and initial case set up following division policies/procedures; following up with the referring agency or applicant to correct incomplete or inaccurate information; troubleshooting and reporting computer interface malfunctions; implementing initial locate functions to uncover the obligor parent location and/or attachable assets; requesting birth certificates and acknowledgments of paternity; reviewing and requesting certified copies of paternity, administrative/judicial/financial/medical support orders; determining eligibility for case closure following federally mandated procedures; maintaining a small caseload involving incarcerated individuals and/or preliminary cases in non-cooperative status; performing copying and mailing for the division; performing general office filing, purging, storage and retrieval; organizing incoming mail; responding to inquiries from other governmental agencies, case participants and general public by researching case and policy information; performing as receptionist; and acting as the back up assistant for the Administrative Support Supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of general office procedures and concepts related to administrative and clerical support activities; office equipment functionality including computer hardware, word processing and accounting software, multi-line telephone, copiers, fax machine, typewriter, postage machine, and calculator; the internet, system capabilities, information access formats, and document generation; and federal/state laws and regulations pertaining to confidentiality and privacy.

Skills: Skill in time management; and multi-tasking.

Abilities: Ability to work independently with minimal direct supervision; perform work accurately and timely; communicate effectively orally and in writing, with highly technical and non-technical people; and develop and implement solutions by applying deductive reasoning and problem-solving skills.

**EDUCATION/EXPERIENCE REQUIRED:** High school diploma (or GED) **AND** two years varied office experience with general investigative, child support, or other collections experience or progressively responsible administrative support experience with human service experience preferred. Equivalent combinations of related education and human service experience will be considered.

**APPLICATION AND SELECTION PROCESS:** These positions are being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons

must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts (if applicable) for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Typing test from Job Service due at time of application.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

Page 4

Public Health and Human Services

Administrative Assistant, #05261 & #05272

March 5, 2008

---

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.